

Regular Meeting

Minutes of the Regular Meeting of the Parish Town Board held February 17th, 2011 at the Village Gym. The meeting was called to order by Supervisor Stelmashuck at 7:00 p.m.

Present: Stephen Stelmashuck, Supervisor
Doug Jordan, Councilor
John Dunham, Councilor
Mary Lou Guindon, Councilor
Mary Ann Phillips, Councilor
Kelly Reader, Town Clerk

Also Present: L.J. Harvey, Fire Chief; Dan Burns, Bookkeeper; Denise Sigourney, Assessor; Mary LaFlair, Deputy DCO; Maureen Wafer, CEO; Bill Scriber, PL Brd Chair; Sharon White, Tax Collector Clerk; Gloria White, Tax Collector; Bob Genant, Town Attorney; Paul Baxter, Tug Hill Rep.; Mary Anne Pelkey, Dale Chapman, Kristie Engebretsen, Troy Engebretsen, Bonnie Fadden, David Fadden, and Keith Kinney.

SUPERVISOR'S REPORTS:

Supervisor's Financial Report: The Supervisor's Financial Report was received by the Board and filed with the Clerk.

March Calendar: The March Calendar was submitted for review. March 5th @ 2:00 p.m. New Vision's Meeting at the Fire Station.
March 21st Town of Parish Incorporation.
March 10th, Joint Board Meeting
March 31st, Tug Hill Local Gov't Conference.

Revenue Reports: Regular Financial and Justice Reports were received by the Board and filed with the Clerk.

COMMITTEE REPORTS:

Community Affairs, Parks, Preservation and Recreation Committee: Councilor Guindon stated that she plans on producing a newsletter for April or May.

Emergency Services and Public Safety Committee: Councilor Dunham stated that he is going to meet with the new McFee Ambulance Director to discuss the date for the Ambulance Contract and request changing payment to reflect the town's budget year.

Financial Affairs Committee: Councilor Phillips stated that she was working with Deputy Supervisor Swartz on reconciling the Town's monthly bank account statements. Also, Councilor Phillips met with the auditor from the Comptrollers' Office.

General Government Committee: Supervisor Stelmashuck stated that the State Comptroller's Office conducted a Financial Risk Analysis for the Town of Parish. The auditor spent about 2 weeks conducting the audit. The auditor stated that the findings will be called in around the first week in March. A written report will only be generated if they believe that the Town needs additional services.

Infrastructure, Policy and Public Facilities Committee: Councilor Jordan stated that he had nothing to report at this time.

Task Force: January Minutes were submitted by Tug Hill for Fred Swartz. Five Topics were discussed: Public Water, St. Rt. 69 Construction Project, Parking for Recreational Vehicles, Reuse of Parish Elementary, and a Community Center. The February Task Force Minutes were also received.

Water Committee: Scott Allardice presented the report at the last Joint Board Meeting. The Town is no longer eligible for funding. The Village would have to create a stand alone system which is very costly. The project would have to be stand alone due to lack

of funding. The Boards can continue to explore options but the prospects look grim at this time.

REPORTS:

Legislator's Report: Tabled, no report at this time.

Hwy Sup't Report: Hwy Sup't Dawley stated that everything was going well until they had to do some truck repairs.

The 2004 Truck had a crack in the radiator hose and a hose needed to be purchased from Stadium. The 95 Truck went down due to a bearing problem.

The 2001 pickup needed repairs due to a heater problem.

The Highway Department has been shelving banks and repairing mailboxes.

A motion was made by Councilor Dunham, seconded by Councilor Phillips to post all Town Roads temporarily limiting tonnage not to exceed more than 5 tons per axle beginning March 15th, 2011 and ending May 31st or until signs are removed. Roll taken... motion carried.

Clerk's Report: Clerk Reader submitted the Clerk's January Monthly Report and the January Dog Report.

Assessor's Report: Assessor Sigourney stated that the impact notices will be mailed out for the reval. Also, Senator Richie's Office mailed out information in regards to the Star Program which could be confusing.

CEO Report: CEO Wafer submitted a written report for January 2011. CEO Wafer stated that she had attended training regarding inspecting gasoline installations. CEO Wafer stated that she is requesting all complaints in writing.

DCO Report: Deputy DCO LaFlair submitted a written DCO Report for January 2011. Also, when mileage is discussed she would like to request that the DCO position be reconsidered for reinstatement. Dog Tickets will be issued.

Planning Board Chair Report: Planning Board Minutes were received for January, 2011. PL Brd Chair Scriber stated that the Planning Board had completed final review of the Comprehensive Plan. The plan was submitted to the Village and Town Boards for final approval and then will be forwarded to County Planning for final review.

The Planning Board is in full support of passing a resolution to keep the Tug Hill Commission.

Planning Board Chair Scriber stated that the Tug Hill Commission provides invaluable information and training that is needed to successfully operate the functions of the Planning Board.

Fire Chief's Report: Fire Chief Harvey gave the Fire Report for January 2011.

Tug Hill Circuit Rider Report Paul Baxter stated that the Annual Tug Hill Conference is March 31st, 2011 at JCC in Watertown.

There will be some upcoming training for Planning Boards and ZBA.

Paul Baxter stated that The Tug Hill Commission's future is uncertain at best.

Paul also reminded the Board that the Town's E-mail address renewal is coming up.

The Board instructed Paul to do what ever is necessary to renew the E-mail addresses.

CORRESPONDENCE, COMMUNICATIONS, AND PETITIONS:

None.

OLD BUSINESS:

Comprehensive Plan: A motion was made by Councilor Jordan, seconded by Councilor Phillips to submit the updated Comprehensive Plan to County Planning for final review. Roll taken...motion carried.

The Village Board has voted to adopt the Comprehensive Plan and submit to County Planning for final review.

Town Logo Update: Final design will be available to review at the Town's Workshop on Thursday, March 24th at 7:00 p.m.

Audit by the Comptroller's Office: A report was given under the General Government Committee. A report from the Comptroller's Office should be available around the first week in May.

New Visions: A meeting will be held on March 5th at 2:00 p.m. at the Fire Station. The number of residents that have expressed an interest is close to the 500 mark,

New Zoning Law Review: A final review of the Village Zoning Law will be completed at the March Joint Meeting. The revised Village Zoning Law is designed to allow both the Village and Town Zoning Laws to be as compatible as possible.

NEW BUSINESS

Workshop Reminder: February 24th, 2011 at 7:00 p.m.

Dean Smith-Allure Visional Ensemble Request: Tabled for March.

Fee for Seasonal Use of Merrill Park Fields: A motion was made by Councilor Phillips, seconded by Councilor Jordan to charge organizations a fee of \$75.00-residents and \$100.00-non-residents, if no member of the organization resides in the Town of Parish. Also, a Certificate of Insurance must be provided before the organization is permitted to use the park. Roll taken...motion carried.

Kristie Engebretsen was present to request permission to allow a Women's Softball League use of the park on Tuesday nights, May 1st through August. The team is sponsored by Happy Valley Inn located in Parish.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to allow the Women's Softball Team sponsored by Happy Valley Inn to use the park on Tuesday nights May 1st through August contingent on a completed park application, payment of fee, and submission of proof of insurance. Roll taken...motion carried..

2011 Tax Levy: As of February 16th, 2011, \$668,584.99 was called from taxes.

2011 Lease of Space from the Village: A motion was made by Councilor Guindon, seconded by Councilor Dunham to sign the lease agreement with the Village for Office Space to be paid in two installments of \$9,750.00. Roll taken...motion carried.

Electric at Corner Lot: Supervisor Stelmashuck stated that the electric bill has been quite high regarding the meter readings with very little activity. The bill will be addressed with National Grid.

2010 Audit by Frank J. Basile: The purpose of his last bill for services rendered for preparing changes for completing the Annual Report. Supervisor Stelmashuck stated that we needed aid in performing that compliance.

The Board requested a print out of all expenses paid to Frank Basile.

It was the consensus of the Board to table the decision and if it is decided to use Mr. Basile's services not to exceed \$10,000.

2010 Inventory by Industrial Appraisal: A motion was made by Councilor Guindon, seconded by Councilor Phillips to authorize Industrial Appraisal Company to complete an update on the Town's inventory. Roll taken...motion carried

Talking Points, Resolution and Letter of Support for The Tug Hill Commission: A motion was made by Councilor Jordan, seconded by Councilor Guindon to authorize Supervisor Stelmashuck to write a letter in support of keeping Tug Hill Commission as this is the only commission that was slated to disband. Roll taking...motion carried.

Resolution: Supervisor Stelmashuck read a Resolution in support of keeping The Tug Hill Commission from being disbanded.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to pass a Resolution in full support of keeping the Tug Hill Commission in force.. Roll taken... motion carried.

Possible Town Credit Card: Councilor Phillips distributed APW's Credit Card Policy for the Board to review.

Review of Town Mileage Policy: The Board received a spread sheet for all mileage paid for 2010.

CEO Wafer, Assessor Sigourney, and Deputy DCO LaFlair requested that the Board consider exempting them from the no mileage reimbursement policy in the Employee Handbook.

They stated that they were not aware of the policy at budget time.

Discussion was held regarding the mileage policy.

A motion was made by Supervisor Stelmashuck, seconded by Councilor Guindon to exempt the mileage policy for the CEO, DCO, and Assessor positions with the contingent that no mileage will be received for coming to meetings or if the Board calls one of the departments for a meeting. Also, a meeting sheet needs to be submitted documenting miles traveled, dates and the purpose for travel. Roll taken...motion carried.

Setting of Number of Office Hours, First Review (Assessor and CEO): There was discussion with CEO Wafer and Assessor Sigourney regarding posted office hours.

CEO: Currently, CEO Wafer stated that her hours are Monday-Thursday, 1:00 p.m.-5:00p.m. and she attends Planning, Town, and Village Board Meetings. The CEO's position can not work over 20 hours per week or the position becomes subject to Civil Service requirements.

Assessor: Assessor Sigourney stated that she holds office hours from 10 a.m-3 p.m. on Wednesdays. Assessor Sigourney stated that she conducts a lot of her Assessor's responsibilities outside of the Assessor's Office.

Supervisor Stelmashuck suggested that other towns with around the same number of parcels be contacted to get comparisons of office hours.

Also, Supervisor Stelmashuck stated that the NYS and Local Retirement System requires that all employees enrolled in the NYS Retirement System keep a 3 month log completing their record of work activities, days worked, and time worked. This log establishes and maintains a Standard Work Day Record for each employee enrolled in the NYS Retirement System.

Supervisor Stelmashuck stated that he would like to put the process in play for June, July, and August of 2011.

MEETING OPEN TO THE PUBLIC:

Dave Fadden stated that he thought the Hwy Dept. hired a person as a mechanic for the Highway Department. Sup't Dawley responded that there are other responsibilities that had to be taken care of regarding snow removal and not every repair can be done at the Highway Department.

Mr. Fadden questioned the fact that some roads are being plowed with the Town's pickup truck and he didn't see the necessity.

Supervisor Dawley responded that in some situations, it is necessary.

Karen Gage stated that in regards to work hours, a minimum amount of hours are expected.

The Town Board has the right to set hours. The Town Board can refer to the Employees Handbook as work hours are addressed.

APPROVAL OF BILLS:

General Fund: A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to approve the claims to the General Fund, those being claims #43 to #85 for a total warrant of \$15,195.22. Roll taken... Councilor Phillips-abstained ...motion carried

Highway Fund: A motion was made by Supervisor Stelmashuck, seconded by Supervisor Guindon to approve the claims to the Highway Department, those being claims #14 to #31 for a total amount of \$15,125.74. Roll taken...motion carried.

EXECUTIVE SESSION:

A motion was made by Supervisor Stelmashuck, seconded by Councilor Jordan to take a five minute recess at 9:10 p.m. and enter into Executive Session to discuss a particular personnel matter and possible litigation. Roll taken...motion carried. Attorney Genant was invited to attend.

A motion was made by Councilor Jordan, seconded by Councilor Guindon to adjourn from Executive Session at 9:31 p.m. Roll taken...motion carried.

Discussion was held on the Highway Contract.

A motion was made by Councilor Jordan, seconded by Councilor Phillips to adjourn at 9:39 p.m. Roll taken...motion carried.

Respectfully,

Kelly Reader
Parish Town Clerk